

Roger Williams University
Report of a Possible Breach of Academic Integrity

(revised 10/4/2023)

Upon finding evidence of a breach of academic, a faculty member completes and emails this Report of a Possible Breach of Academic Integrity form, along with documentary evidence, to the dean's office (and to the dean of the student's major, if different).

Faculty Name: _____ Date of Report: _____

Student/Course Information

Student Name: _____ ID: _____ Email: _____

Course & Section: _____ Term: _____

Details of Possible Breach of Academic Integrity

Faculty Summary: (attach supporting documentation)

Faculty opinion on student's intent:

- I believe this breach was intentional (student understood prior that it was a breach of academic integrity)
- I believe this breach was unintentional (student did not understand prior that it was a breach of academic integrity)

Faculty Suggested Action

Option 1 – Support Services:

- Referral to Academic Integrity Support Meeting
Precludes the options for sanctions below and should be chosen when you believe that the student did not deliberately breach academic integrity or needs guidance to prevent future potential breaches.

Option 2 – Suggested Sanctions:

- Issuance of formal warning
- Failure of the assignment on which breach occurred
- Failure of the course in which breach occurred

Faculty Signature: _____ Date: _____

Dean's Office Action

Date Received by Dean's Office: _____

Is this the student's first reported offense? (check w/Provost's Office)

- Yes
 No

Does the student admit to the breach?

- Yes
 No

Dean's Office informed the student of the right to appeal faculty recommendations, including referral to academic integrity support:

Date Informed: _____

Dean's Initials: _____

Student Acceptance:

- Accept referral and agree to academic integrity support meeting
 Accept recommended sanction
 Appeal recommendation of faculty member

Student Signature: _____ Date: _____

Dean's Office Next Steps:

- Email this form and all supporting documentation to the Office of the Provost.
- For referral to Academic Integrity Support, send file to the Academic Integrity Committee's appointed Academic Affairs administrator, who will consult with the reporting member of the faculty and CSAS to arrange the support meeting.
- Communicate the student's acceptance of the sanction with the faculty member.

Appeal

Appeal to Academic Integrity Committee

Date appeal to the Academic Integrity Committee filed: _____

Was appeal filed with Academic Integrity Committee within 7 days of notification of action.

- Yes
- No

Action recommended by Academic Integrity Committee:

- Uphold faculty decision
- Reduce/Overturn faculty decision (specify action):

- Other Action:

AIC Chair's Signature: _____ Date: _____

Appeal to the Office of the Provost

Date appeal to the Office of the Provost filed: _____

Was appeal filed with Office of the Provost within 14 days of the AIC decision?

- Yes
- No

Provost's Action:

- Uphold Academic Integrity Committee's decision.
- Reduce/Overturn Academic Integrity Committee's decision (specify action):

Other Action:

Provost Signature: _____ Date: _____

Procedure for Alleged Breaches of Academic Integrity

1. A faculty member who suspects a breach of academic integrity shall investigate, including opportunity for the student to answer the allegation. Upon finding evidence of a breach of academic integrity, a faculty member completes and emails the Report of a Possible Breach of Academic Integrity form, along with documentary evidence, to the dean's office (and to the dean of the student's major, if different) and may elect to recommend one of the below options:
 - Referral to Academic Integrity Support
 - Issuance of formal warning
 - Failure of the assignment on which breach occurred
 - Failure of the course in which breach occurred
2. The Dean's office will review the Report of a Possible Breach of Academic Integrity form, verify any prior academic integrity offences with the Office of the Provost, and discuss the recommendation of the faculty member with the student.
3. The Dean's Office will notify the student of their right of appeal and provide information about the forms to be completed to initiate an appeal, and obtain and the student's signature on the Possible Breach of Academic Integrity form.
4. The Dean's Office will communicate the student's acceptance of referral/sanction with the faculty member.
5. If referral to Academic Integrity Support, the Dean's Office will send file to the Academic Integrity Committee's appointed Academic Affairs administrator, who will consult with the reporting member of the faculty and CSAS to arrange the support meeting.
6. The Deans' offices will forward all actions taken regarding academic integrity violations, along with all corresponding documentary evidence, to the Office of the Academic Provost, which shall serve as a clearinghouse.
7. Students may appeal any penalty for a breach of academic integrity to the Academic Integrity Committee by notifying the Dean's office, the faculty member, and the Academic Integrity Committee in writing within 7 days of notification from the Dean's office.
8. The Academic Integrity Committee shall hear student appeals. The decision of the Academic Integrity Committee will be communicated to the student, to the Dean, to the faculty member, and to the Office of the Provost in writing via RWU e-mail within 7 days. Students may appeal a decision of the Academic Integrity Committee to the Office of the Provost within 14 days of the Academic Integrity Committee's decision. The Provost's decision is final.
9. Upon finding recurring or particularly egregious instances of breaches of academic integrity by a student, the Office of the Provost reserves the right to levy:
 - **Academic probation for one semester**
 - **Suspension for one semester**
 - **Separation (dismissal) from Roger Williams University**